

# Structured CSV Enrollment: Organization.csv

The organization.csv file contains information for the schools that make up your organization, focusing on the schools that will use Amplify Curriculum. For this file, you will only need the data related to the schools themselves, and will not need to add any user data.

The following terms and definitions will be useful as you familiarize yourself with CSV enrollment.

- Alphanumeric - This is a value consisting of or using both letters and numerals.
- GUID - Globally Unique Identifier (also commonly known as a UUID) is a randomly generated string of 32 alphanumeric characters, separated into specifically sized chunks (8 characters -4-4-4-12), used by software programs to uniquely identify data objects. For example, 83d53002-340a-449a-b753-b0e3e2bb6510.
- NCES - National Center for Education Statistics
- Optional - indicates a data type that is not required in the CSV file
- Requested - indicates that a value is necessary in the CSV file to store useful information but not required to complete enrollment (e.g., a student\_sis\_id is useful for reporting scores back to the SIS)
- Required - indicates that a valid value is necessary in the CSV file (i.e., if this information is missing or incorrect, enrollment cannot be completed)
- String - This is a sequence of characters (i.e., letters, numerals, symbols, spaces, and punctuation marks) with an end or limit.
- Student Information System (SIS) - This is a system districts use to manage student and staff data. Generally, your SIS is the data source for rostering staff and students in curriculum applications and registering them in courses.

The Accepted Values column in this table shows the format or provides the range of values for each spreadsheet column. In the Description column, *italic type* indicates a sample value.

Data Requirement	Column Header	Data Type	Accepted Value	Description
Required	org_guid	GUID	36 characters	A universally unique identifier (UUID) for the organization (e.g., <i>241e404c-4b6d-4109-bcac-0c066c326b39, 608f8fb8-e8ab-44f1-8281-5242f61386ee</i> )
Required	org_sis_id	string	1 to 75 characters	The Organization Identifier provided by your SIS (e.g., <i>01, sch6782348</i> )
Optional	nces_identifier	string	1 to 255 characters	The Unique Identifier assigned to this organization by NCES
Optional	school_unique_state_id	string	1 to 75 characters	The Unique School Identifier assigned to this school by the state
Required	name	string	1 to 75 characters	The name of the school (e.g., <i>Example School</i> )
Required	unique_name	string	1 to 75 characters	The full name of the school (e.g., <i>Example School of the Arts, Example School of Science</i> )

Data Requirement	Column Header	Data Type	Accepted Value	Description
Optional	low_grade	alphanumeric	5 characters or less	The lowest grade level associated with this organization expressed according to <a href="#">Common Education Data Standards</a>
Optional	high_grade	alphanumeric	5 characters or less	The highest grade level associated with this organization expressed according to <a href="#">Common Education Data Standards</a>
Optional	location_address	string	1 to 150 characters	The street number and name in the organization's address
Optional	location_city	string	1 to 30 characters	The city in which this organization is located
Optional	location_state	alphanumeric	15 characters maximum State postal abbreviation or not_specified if no state abbreviation is supplied	The state in which this organization is located (e.g., AK, AL, AR, AS, AZ, CA, CO, CT, DC, DE, FL, FM, GA, GU, HI, IA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MH, MI, MN, MO, MP, MS, MT, NC, ND, NE, NH, NJ, NM, NV, NY, OH, OK, OR, PA, PR, PW, RI, SC, SD, TN, TX, UT, VA, VI, VT, WA, WI, WV, WY, not_specified)
Optional	location_zipcode	string	5 characters (XXXXX) 10 characters including the hyphen (XXXXX-XXXX)	The postal code for the organization's address; acceptable ZIP codes can be a five-digit number (e.g., 33701) or a ZIP+4 format (e.g., 33701-4313)